



Church Census System
Alternative Funds

version



Table of Contents

Alternate Fund Entry (AltFunds) Module.....	4
Overview	4
Table of Contents.....	4
Getting started	5
Backup.....	6
Setting Up.....	7
Overview	7
Fund Names	7
Mass Times.....	9
Set Current Accounting Month	10
Password.....	11
Set/Change Password	11
Error messages.....	13
Using the AltFunds Module.....	13
Overview	13
Preparing to Enter Funds	14
Fund Accounting Window.....	15
Enter Funds by Number	17
Error messages.....	18
Amount Over \$100.....	18
Invalid Envelope Number.....	18
Duplicate entry.....	19
Enter Funds by Name.....	19
Error messages.....	20
Amount Over \$100.....	20
Duplicate entry.....	21
Input Recommendations.....	23
Report Input Order.....	23
Command Buttons	24
Report Only	24
Cancel Input	25
Process	25
Fund Entry Edit List	25
Invalid Envelope Numbers – No Update.....	26
Continuing the Process	26

- Reports..... 26
 - Overview 26
 - Reports in main Census program..... 27
 - Reports in AltFunds Module 27
 - AltFunds Report Menu..... 28
 - Summary for Span..... 28
 - Summary by Number 29
 - Summary by Mass 29
 - Detail by Date..... 30
 - Descending by Amount..... 30
 - High / Low 31
 - Export Date Span..... 31
 - Contribution Statement by Date Range..... 32
 - Family Report 32
 - Contribution by Fund/Contribution Export 33
 - Pledging..... 34
 - Add/Update Yearly Pledge 34
 - Contribution Statement w/Pledge..... 35
- On-line giving module 36
 - Perquisites:..... 36
 - Step 1: 36
 - Step 2 36
 - Step 3 37
 - Edit Fund Import 38
 - Reports..... 39
 - By Type..... 39
 - Balancing Report 39

Raiche Consultants Church Census System Owner's Manual

Alternate Fund Entry (AltFunds) Module

Overview

The Alternate Fund Entry (AltFunds) module was created to expand the Fund Entry component of the Census System. Since the number of enhancements would require a vast amount of recoding, it was decided to create a new program and link it to the main system. As you will see all of the reports in the original Fund Entry and still available, while the AltFunds program expands these reports and adds more flexibility.

As with all other Raiche Census System reports, they all go directly to the screen for your review with the option to print as needed.

Some of the new features include: naming each collection, ability to indicate type of payment (cash, check), optional recording of Mass times on each collection.

Our Sunday Visitor has instituted an envelope service which has become popular. To accommodate this, the module has features to easily gather data from this company for reports. For more information about this feature/option, contact us at RaicheConsultants.com.

Table of Contents

As in the other Raiche Census manuals, there is a Table of Contents which lists important topics contained with this manual. These are now in .pdf format which can be read using Adobe Reader.

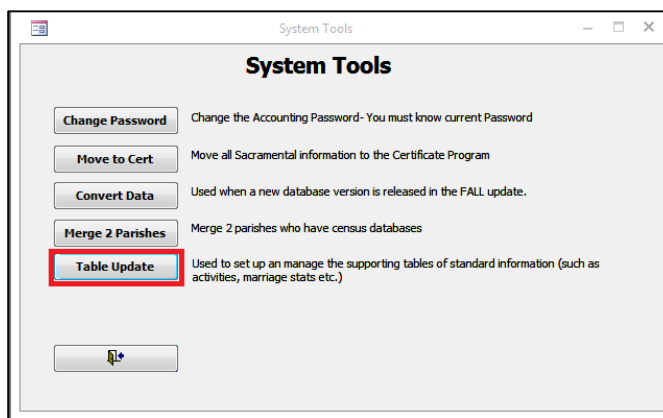
Getting started

Before using the Alternative Funds Module (AltFunds), you have to set the main Census System to allow the AltFunds as default for all fund entries. This will prevent the original entry pages from being used for input, but will allow reports to be used.

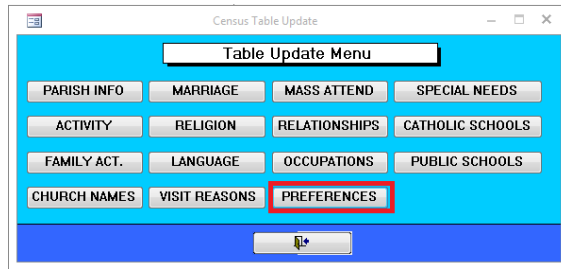
Open the main Census program. From the title screen, press System Tools:



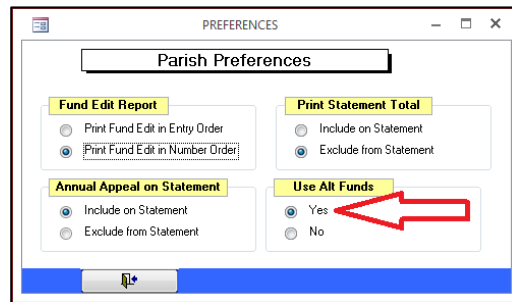
Select Table Updates:



Select Preferences:

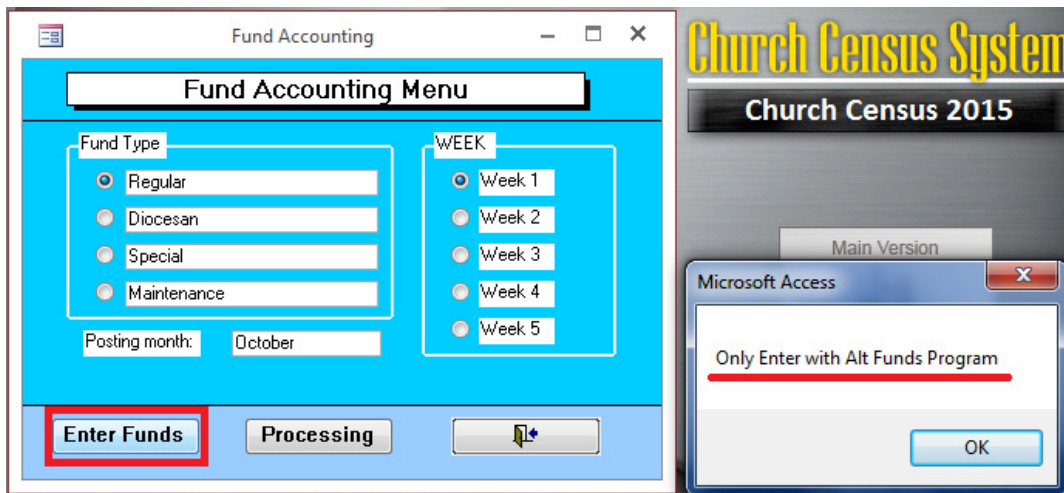


Select "Yes" and close the window.



Return to the main Census screen, and close the program. Open the Alternate Fund Entry module to input your data.

If you remain in the Census program, select Funds, and enter your password, and attempt to use this portal, you will see the Message Box (shown below).



Close all windows, and exit the Census program.

You are now ready to use the Alternate Fund Entry module.

Backup

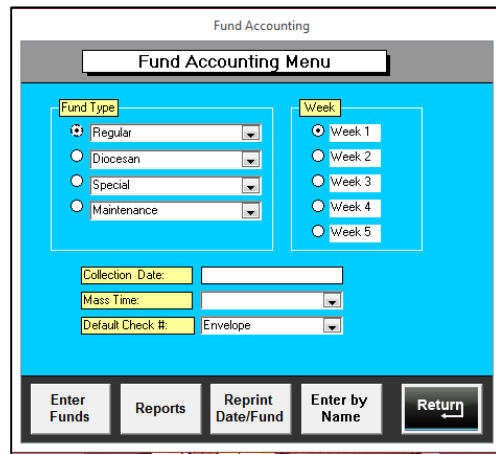
Since this module is set up as an add-on to the Census System, no additional backup is required.

Setting Up

Overview

The Fund Entry screen (shown below) resembles the original screen from the main Census program, with some additional features. This gives each parish as much flexibility as you wish.

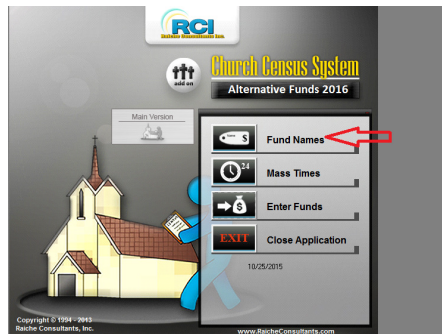
- Expanding the names of the funds you can track,
- Record the date of each collection (**required**),
- Ability to enter funds using Name of the contributor,
- **Optional** abilities to identify Mass times, and
- How the money was given.



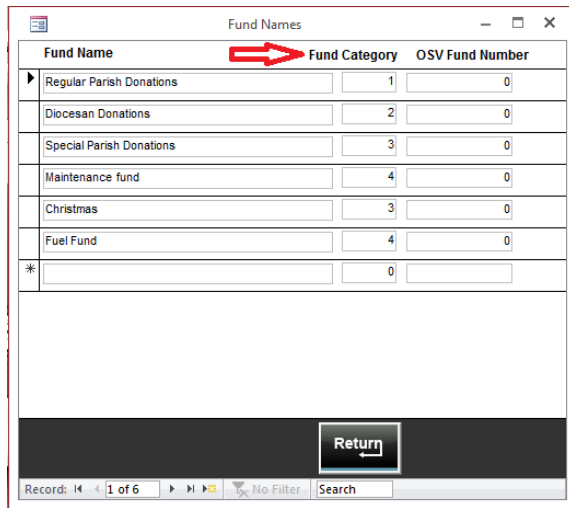
Fund Names

Originally you were able to track only four categories of funds: Regular, Diocesan, Special and Maintenance. Now you have the ability to create specific names for these funds and track them separately. Notice (above) that each fund has a drop-down button on the right.

Note: This can be done in advance, but new names can be added in as needed.



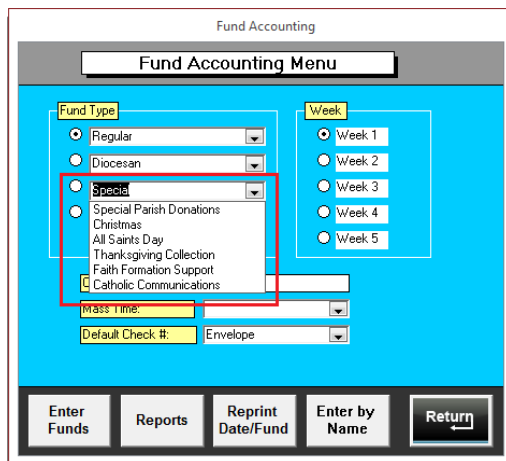
From the main screen, select Fund Names to open this screen:



The first fund names are the same as before, but notice the Fund Category. Each of these four funds is numbered 1-4. These are the MAIN category headings. As you add more fund names, you are to assign a number to them to fall into the main category. For example, Christmas is assigned the number 3 which puts it into Special. Fuel falls under Maintenance and is assigned the number 4. To add more funds, just click in the empty field at the bottom and enter a name, then assign a number.

NOTE: be sure to spell the name correctly. Once you add funds to this name, changing the spelling will result in the loss of data for that fund.

Notice also in the above example a field named OSV Fund Number on the right. This is for the Our Sunday Visitor option which will be discussed later in this manual.

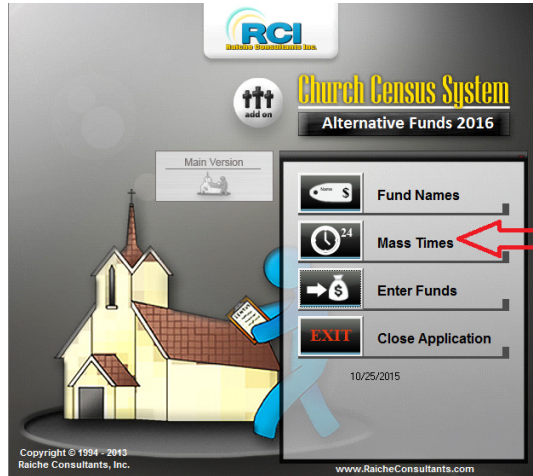


As shown above, when you click on Special, other funds that you designate will also appear.

Mass Times

This option gives you the ability to mark each collection by the time of the Mass when it was collected. This feature is **optional**, and not required to operate this module.

To enter the Mass times for your parish, select Mass Times from the main screen of the AltFunds menu.



This window opens. Simply enter the times of the Masses you wish to track. To add a time, enter it in the empty field at the bottom of the list. You do NOT enter the day of the week. This is handled later.

NOTE: Once you enter the times and **you use them for fund entry**, changing the time could result in loss of data. If your Mass times change, add them to the list **without deleting** the old times.

The image shows a screenshot of the 'Mass Times' entry window. The window title is 'Mass Times'. It contains a list of mass times: 4:00 PM, 9:00 AM, 10:30 AM, and an empty field with an asterisk. A 'Return' button is at the bottom right. The status bar shows 'Record: 1 of 3' and 'No Filter Search'.

Close the window when you are finished.

Set Current Accounting Month

Before you use this module for the first time, you need to be sure that the Census program is set-up for your **current accounting month**.

- If you are currently entering funds with the original system, then you should do this only to be sure you are on-track.
- If you are new to the Census system, please be sure to follow these instructions ***before entering any funds***.

NOTE: If you are not sure about the following information, please contact us for assistance.

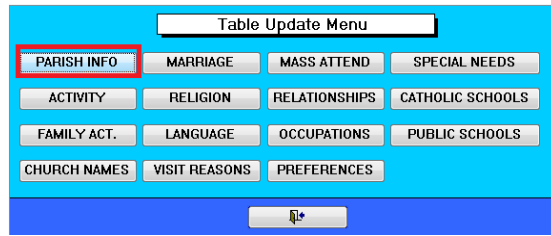
From the main screen of the Census program, select System Tools:



In this window, select Table Updates:

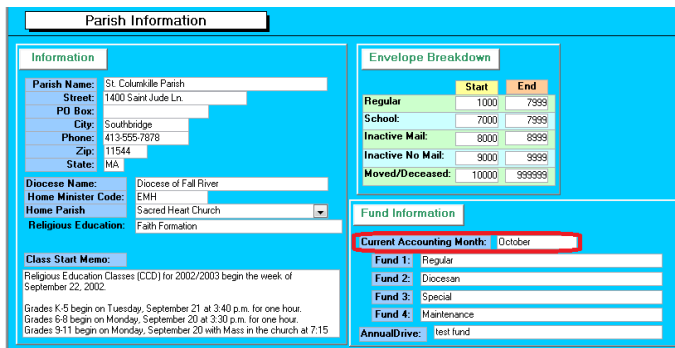


In this window, select Parish Info:



Check the Current Accounting Month.

- If you are currently using the system, just verify this field.
- If you are NEW to the Census system, this month should be changed to the month you are using for your first entry of envelopes. This is only done ONCE and will be maintained within the program.



Close this window.

Password

Set/Change Password

As in the Census System, the Funds area is password-protected. The SAME password is used in all Fund-related areas in both programs. **Caution is required** to keep your password secret. We DO recommend that at least one other person knows the password, or that it is kept in a location where a TRUSTED individual can access it. Do NOT place it in a file on your computer.

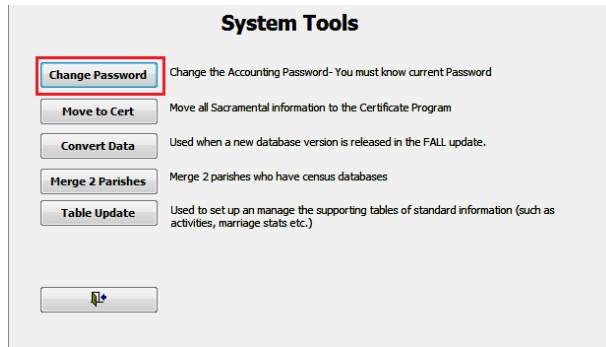
- In the event you forget or lose your password, you need to contact us for assistance. There are NO provisions within the program for password recovery.

Setting and changing the password is done within the main Census program. *Passwords are NOT case-sensitive.* The original password shipped with the program is "password". You NEED to know your password in order to change it.

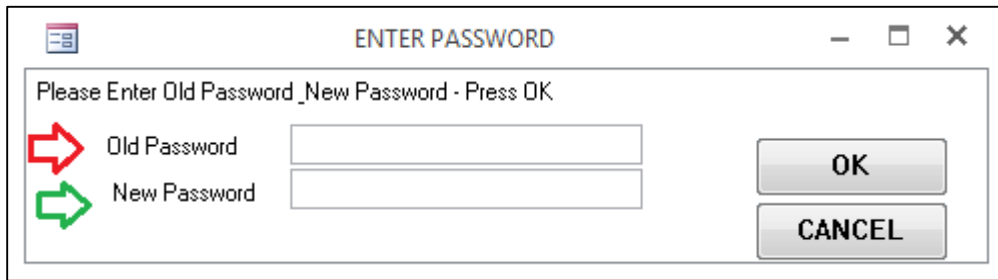
From the main Census program screen, select System Tools.



From this window, select Change Password.



In this window, enter the OLD password, then enter the NEW password. Press OK.

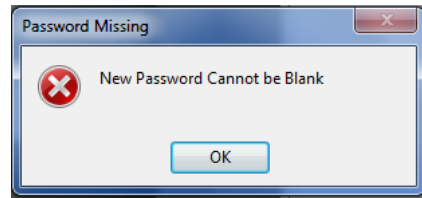


Once you have changed your password, you are ready to begin.

Error messages

You CANNOT leave the new password blank or you will receive this error message.

Press OK and try again.



If you enter the wrong "old" password, you will receive this error message.

Press OK and try again.



Using the AltFunds Module

Overview

The **AltFunds module** works together with the **Fund Entry module within the original Census System**. Although all Fund input is done through AltFunds, there are additional reports available ONLY in the main program. This information is found in this manual under Reports.

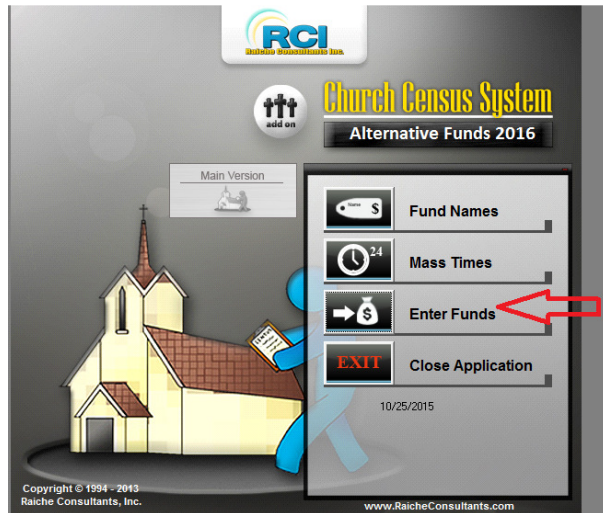
As we discuss the operation of this module, it will be necessary, at times, to swap back and forth between the two. Great care will be taken during the explanations to keep you informed.

Preparing to Enter Funds

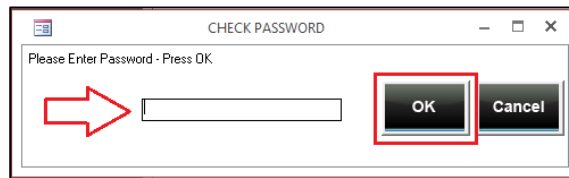
NOTE: Have the envelopes you are entering sorted by date and Fund type. Do NOT mix the envelopes. Each Fund type is entered separately.

Open the **AltFunds** module.

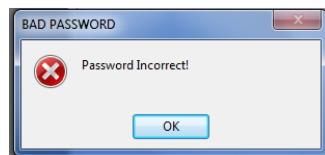
From the main screen open **Enter Funds**.



Enter your password, press OK. You can also press the Enter key on your keyboard.



If you enter an incorrect password, you will get this error message. Press OK and try again.



Fund Accounting Window

These steps must be taken for *EACH COLLECTION* input each week.

When the password is accepted, you will see this window:

The screenshot shows the 'Fund Accounting Menu' window. It has a title bar 'Fund Accounting' and a subtitle 'Fund Accounting Menu'. The main area is blue and contains two columns of options: 'Fund Type' and 'Week'. Under 'Fund Type', there are four radio buttons: 'Regular' (selected), 'Diocesan', 'Special', and 'Maintenance'. Each radio button is next to a dropdown menu. Under 'Week', there are five radio buttons: 'Week 1' (selected), 'Week 2', 'Week 3', 'Week 4', and 'Week 5'. Below these are three input fields: 'Collection Date:' with a text box, 'Mass Time:' with a dropdown menu, and 'Default Check #:' with a dropdown menu set to 'Envelope'. At the bottom, there are five buttons: 'Enter Funds', 'Reports', 'Reprint Date/Fund', 'Enter by Name', and 'Return'.

First, select the Fund Type:

This is a close-up of the 'Fund Type' section of the window. It shows four radio buttons: 'Regular' (selected), 'Diocesan', 'Special', and 'Maintenance'. Each radio button is next to a dropdown menu. The entire section is enclosed in a red rectangular border.

This screenshot shows the 'Fund Accounting Menu' window with the 'Special' collection selected. The 'Fund Type' dropdown menu is open, showing a list of options: 'Catholic Communications', 'Special Parish Donations', 'Christmas', 'All Saints Day', 'Thanksgiving Collection', and 'Faith Formation Support'. The 'Catholic Communications' option is highlighted. A red arrow points to the 'Catholic Communications' option in the dropdown list, and another red arrow points to the 'Special' radio button. The 'Week' section and other input fields are also visible.

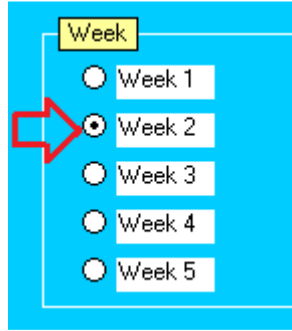
You have four Fund categories.

On the **left**, select the Fund Type you are entering. Then, use the drop-down menu to select the specific Collection you are entering.

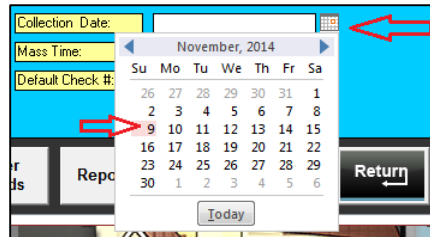
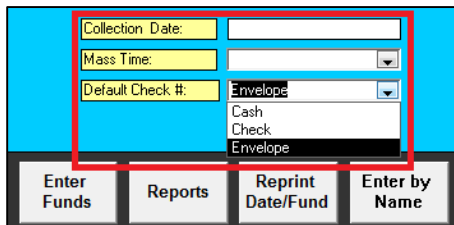
- In this example we have selected the **Special** collection and will select Catholic Communications from the drop-down list.

Second, select the calendar week (1-5) you are entering.

In this example we have selected Week #2, the second weekend of the month.

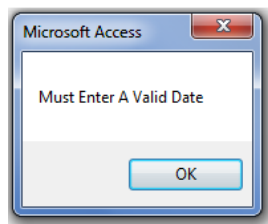


Third, fill out the information shown here as described below:



- **Collection Date:** this is the date of the collection you are entering. This date appears on your report. If you are entering all envelopes for the entire weekend, choose the Sunday date.
 - Notice on the *Right* example, when you click in the Collection Date field, a pop-up calendar appears. Select the month and date for the collection you are entering.
 - You can also enter the date manually if you choose.
- **Mass Time** (optional): This field is not required. If your parish wishes to enter collections by each individual Mass, select the time from the drop-down.
- **Default Check #:** When you enter each envelope, this field appears on the entry screen. The default is Envelope. Depending on your parish, you may choose to track donations by Check number (where you enter the check number at the same time as the amount), or you may wish to enter the donations as cash.

NOTE: If you do not enter a date in the **Collection Date** field, you will get this warning message:



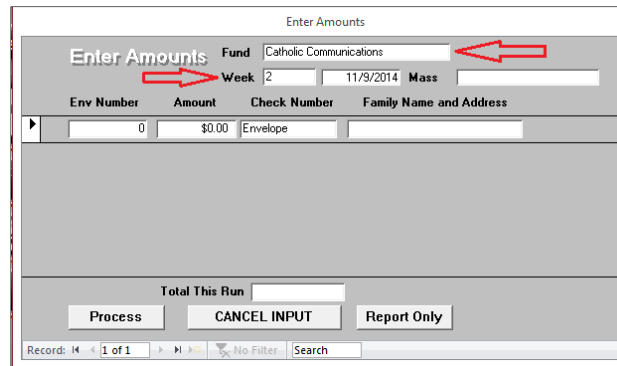
Click OK and enter the date.

Enter Funds by Number

To begin entering funds by envelope number, select Enter Funds



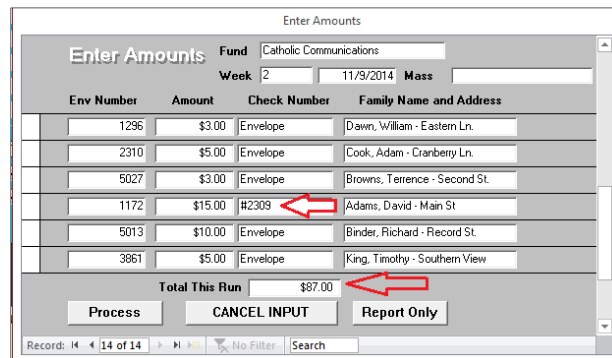
This is the Fund Entry window.



Env Number	Amount	Check Number	Family Name and Address
0	\$0.00	Envelope	

At the top of the window the *Fund Name*, *Week number* and the *date* are automatically entered from the previous screen. If you use the Mass Time, it will also appear.

- To input data, enter the Envelope Number (press Enter) and the Amount (press Enter again). The family name and address is automatically displayed by the program.



Env Number	Amount	Check Number	Family Name and Address
1296	\$3.00	Envelope	Dawn, William - Eastern Ln.
2310	\$5.00	Envelope	Cook, Adam - Cranberry Ln.
5027	\$3.00	Envelope	Browns, Terrence - Second St.
1172	\$15.00	#2309	Adams, David - Main St.
5013	\$10.00	Envelope	Binder, Richard - Record St.
3861	\$5.00	Envelope	King, Timothy - Southern View

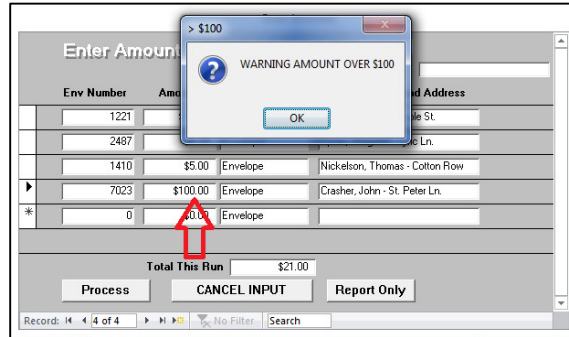
The word Envelope appears in the Check Number column. However, you can manually enter a check number by clicking in the box and enter the number as shown above.

The program keeps a running total (Total This Run) of your entries at the bottom at the column.

Error messages

Amount Over \$100

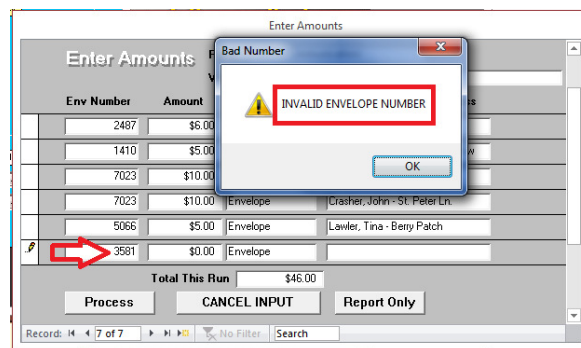
As you input data, the program checks certain criteria.



In this case the program is looking for a keying error. If an operator goes too fast, too many zeros can be keyed. If you put in an amount greater than \$100 you get a warning. Simply click OK then click in the Amount field and change the amount. If the amount *is correct*, simply clear the error and go on.

Invalid Envelope Number

The program also compares the envelope number to your database to prevent an operator from entering in an incorrect number.



In this case, the number, #3581, should be #3580. The program stops and displays this error message. Simply clear the error message and correct the number.

- If you clear the error message and do NOT change the number, there is a report that will alert you to the error but will NOT add the amount to the entered total.

Duplicate entry

Sometimes for a variety of reasons an entry will be entered twice. The program WILL ALLOW duplicate entries.

The screenshot shows the 'Enter Amounts' form with the following data:

Env Number	Amount	Check Number	Family Name and Address
5027	\$3.00	Envelope	Browns, Terrence - Second St.
1172	\$15.00	Envelope	Adams, David - Main St
5013	\$10.00	Envelope	Binder, Richard - Record St.
3861	\$5.00	Envelope	King, Timothy - Southern View
3861	\$5.00	Envelope	King, Timothy - Southern View
	\$0.00	Envelope	

Total This Run: \$32.00

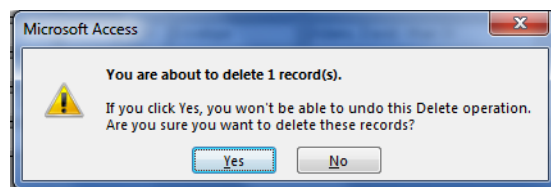
Buttons: Process, CANCEL INPUT, Report Only

Record: 15 of 15

If you see the entry before hitting Process, with your mouse click the entry (as shown), then press your Delete key.

The screenshot shows the 'Enter Amounts' form with a red arrow pointing to the duplicate entry (Env Number 3861, Amount \$5.00). The total this run is now \$32.00. The record count is 14 of 14.

This confirmation message will appear. Click Yes to accept, No to cancel.



If you find the error AFTER THE ENTRIES ARE PROCESSED, you can re-enter the amount as a **NEGATIVE** number.

Enter Funds by Name

To begin entering funds by envelope number, select Enter by Name

The screenshot shows the 'Enter Funds' menu with the following options:

- Enter Funds
- Reports
- Reprint Date/Fund
- Enter by Name

The 'Enter by Name' option is highlighted with a red box.

This is the Fund Entry window.

Env Number	Amount	Check Number	Family Name and Address
[Dropdown]	0	\$0.00	Envelope

At the top of the window the *Fund Name*, *Week number* and the *date* are automatically entered from the previous screen. If you use the Mass Time, it will also appear.

Env Number	Amount	Check Number	Family Name and Address
August	\$10.00	2033	Envelope
Daniels	\$5.00	5040	Envelope
Reanus	\$0.00	0	Envelope
Reanus David	\$0.00	0	Envelope

On this screen select the Family Name from the drop-down list. The envelope number will automatically be entered. Tab over to the Amount column and enter the amount of the contribution. Tab again and you will be brought back to the drop-down list for the next entry.

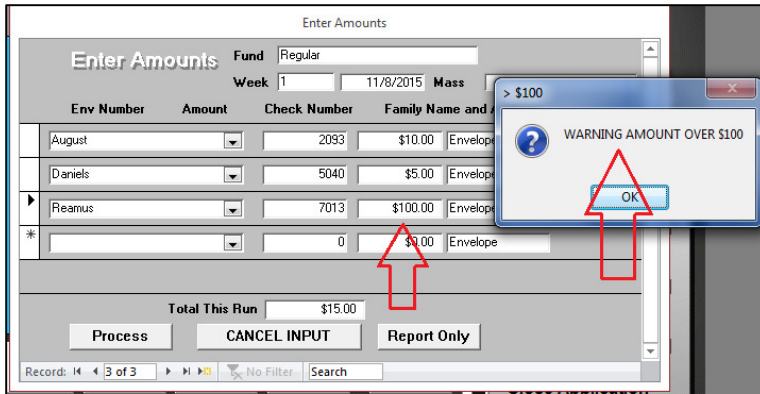
The word Envelope appears in the Check Number column. However, you can manually enter a check number by clicking in the box and enter the number as shown above.

The program keeps a running total (Total This Run) of your entries at the bottom at the column.

Error messages

Amount Over \$100

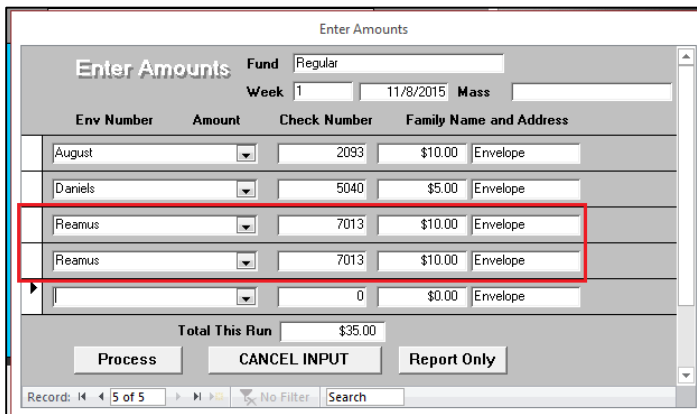
As you input data, the program checks certain criteria.



In this case the program is looking for a keying error. If an operator goes too fast, too many zeros can be keyed. If you put in an amount greater than \$100 you get a warning. Simply click OK then click in the Amount field and change the amount. If the amount *is correct*, simply clear the error and go on.

Duplicate entry

Sometimes for a variety of reasons an entry will be entered twice. The program WILL ALLOW duplicate entries.



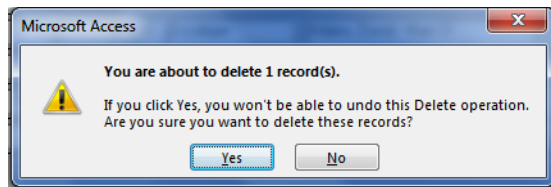
If you see the entry before hitting Process, with your mouse click the entry (as shown), then press your Delete key.

The screenshot shows a web-based form titled "Enter Amounts". At the top, there are fields for "Fund" (set to "Regular"), "Week" (set to "1"), a date "11/8/2015", and "Mass". Below this is a table with the following columns: "Env Number", "Amount", "Check Number", and "Family Name and Address". The table contains five rows of data:

Env Number	Amount	Check Number	Family Name and Address
August		2093	\$10.00 Envelope
Daniels		5040	\$5.00 Envelope
Reamus		7013	\$10.00 Envelope
Reamus		7013	\$10.00 Envelope
*		0	\$0.00 Envelope

Below the table, there is a "Total This Run" field showing "\$35.00". At the bottom of the form are three buttons: "Process", "CANCEL INPUT", and "Report Only". A status bar at the very bottom indicates "Record: 4 of 4" and "No Filter". A red arrow points to the first row of the table.

This confirmation message will appear. Click Yes to accept, No to cancel.



If you find the error AFTER THE ENTRIES ARE PROCESSED, you can re-enter the amount as a **NEGATIVE** number.

Input Recommendations

We highly recommend that care and caution be exercised in inputting records. Please remember these contributions are confidential!

Enter envelopes in small batches, maybe 25 – 50 at one time. If you are interrupted, you can become lost in your process, or if the envelopes fall to the floor or become mixed together, you would have to begin again. By having a small batch your work would be reduced. In the long run you will be reducing duplicate entries, entering in the wrong collection, and insuring accurate recording.

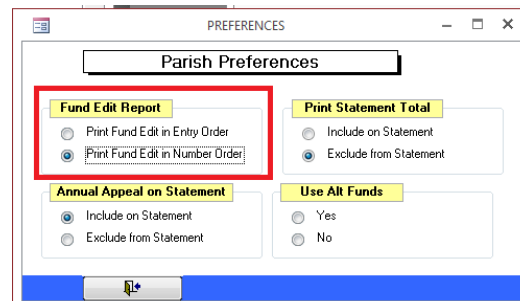
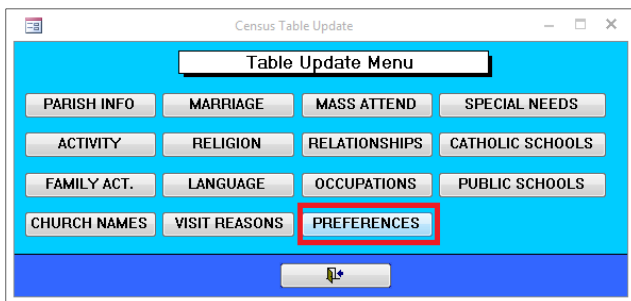
Once you have completed a batch of envelopes, bind them with rubber bands and mark them with a piece of paper or other label to indicate that this batch is finished. PLEASE do NOT destroy or dispose of the envelopes. If there is a question, or if the records become corrupted, you will still have the envelopes as a backup. Some parishes keep the computer reports **with each batch** as additional insurance against error.

Some parishes retain these envelopes for a year or two just as a precaution.

Report Input Order

After you input Collection information, a report is generated for you. You have control of how this report displays the data.

You need to go to the Main Census Program and locate **Table Updates** in either **Manage Census** or **System Tools**.



Select **Preferences**. Under **Fund Edit Report** choose **Entry Order** which will display the report in the order the envelopes were entered, or **Number Order**, which will sort the entries by Envelope Number and then display the report.

You can find this report in the **Table of Contents** or see the next pages under **Command Buttons**.

Command Buttons

The following information applies to both by Number and by Name input screens.

Report Only

Total This Run

Selecting **Report Only** will give you a report listing all your current entries. These reports will be shown on the screen and can be printed. The amounts will NOT be added to the family records. These reports are designed for reviewing input ONLY.

Fund Entry Edit list - by Envelope Number		
Date:	8/12/2015	Fund: Catholic Communicat Week: 2
Env Number	Amount	Family Name, Address
1172	\$15.00	Adams, David; Main St
1221	\$10.00	Superson, Alan; Maple St.
1296	\$3.00	Dawn, William; Eastern Ln.
1410	\$5.00	Nickelson, Thomas; Cotton Row
2310	\$5.00	Cook, Adam; Cranberry Ln.
2487	\$6.00	Spam, Margaret; Lyric Ln.
3581	\$0.00	.
3861	\$5.00	King, Timothy; SouthernView
5013	\$10.00	Binder, Richard; Record St.
5027	\$3.00	Browns, Terrence; Second St.
5066	\$5.00	Lawler, Tina; Berry Patch
7023	\$10.00	Crasher, John; St. Peter Ln.
7023	\$10.00	Crasher, John; St. Peter Ln.
13	\$87.00	
Number Hash Total: 46490		

Fund Entry Edit list		
Date:	16-Nov-15	Fund Regular Week: 1
Env Number	Amount	Family Name, Address
2095	\$10.00	August
5040	\$5.00	Daniels
7013	\$100.00	Reamus
3	\$115.00	
Number Hash Total: 14146		

The first report is a recap of your current valid input sorted by envelope number. This can be used to verify all your input before final processing.

Invalid Envelope Numbers - No Update		
Date:	12-Aug-15	
Env Number	Amount	
3581	\$0.00	
Total	1	\$0.00

The second report lists any invalid envelope numbers. From this report you can correct any entries that need editing before final processing.

Cancel Input

Total This Run

Selecting *Cancel Input* clears the screen and cancels all your current input. Once selected, the entries cannot be retrieved. You must begin again.

Process

Total This Run

Selecting **Process** adds all the data input into the proper Family records, and adds the input into the program where all the reports can access the information for you.

The program also automatically opens the same two reports mentioned above, the **Fund Entry Edit List** and the **Invalid Envelope Numbers – No Update** reports.

Fund Entry Edit List

Fund Entry Edit list - by Envelope Number		
Date:	8/12/2015	Fund: Catholic Communicat Weeks 2
Env Number	Amount	Family Name, Address
1172	\$15.00	Adams, David; Main St
1221	\$10.00	Superson, Alan; Maple St.
1296	\$3.00	Dawn, William; Eastern Ln.
1410	\$5.00	Nickelson, Thomas; Cotton Row
2310	\$5.00	Cook, Adam; Cranberry Ln.
2487	\$6.00	Spam, Margaret; Lyric Ln.
3581	\$0.00	;
3861	\$5.00	King, Timothy; Southern View
5013	\$10.00	Binder, Richard; Record St.
5027	\$3.00	Browns, Terrence; Second St.
5066	\$5.00	Lawler, Tina; Berry Patch
7023	\$10.00	Crasher, John; St. Peter Ln.
7023	\$10.00	Crasher, John; St. Peter Ln.
13	\$87.00	
Number Hash Total: 46490		

The header of the report has the *Date*, *Fund* and *Week* automatically entered. The data is sorted by Envelope Number and lists the amount given and the family name. This report can also be sorted by Input Order. Instructions for this are found under **Input Recommendations > Report Input Order** (See Table of Contents).

Invalid Envelope Numbers – No Update

Invalid Envelope Numbers - No Update		
Date: 12-Aug-15		
Env Number	Amount	
3581	\$0.00	
Total	1	\$0.00

This report displays any invalid envelope numbers that the operator did not correct. If a value is posted in the Amount column, this amount was NOT added into the system. Notice that only the Date appears in the header.

When an invalid number appears, locate the envelope with the correct number and re-enter the correct value. A new set of reports will display showing that the correct information is now posted. You should print these reports for verification against the previous reports.

If no invalid numbers were entered, this report will be blank.

Once you have finished with these reports, close the windows and continue.

Continuing the Process

If you are entering envelopes in batches, be sure the correct **Collection, Fund** and **Date** are on the initial screen BEFORE pressing **Enter Funds**.

When you switch to another Fund be sure everything is selected correctly. If you find that you are entering into the incorrect Fund, click Cancel Input and begin again.

Reports

Overview

Reports are located in both the main Census Program and in the AltFunds module. As mentioned earlier, since there were numerous requests for additional input and reporting, the AltFunds module was created to support these requests.

As a result *both sets of reports* complement each other and are based on **input from the AltFunds module only**. To take full advantage of all the reports, we urge all of our parishes to use the **AltFunds module** for all Fund entry.

Reports in main Census program

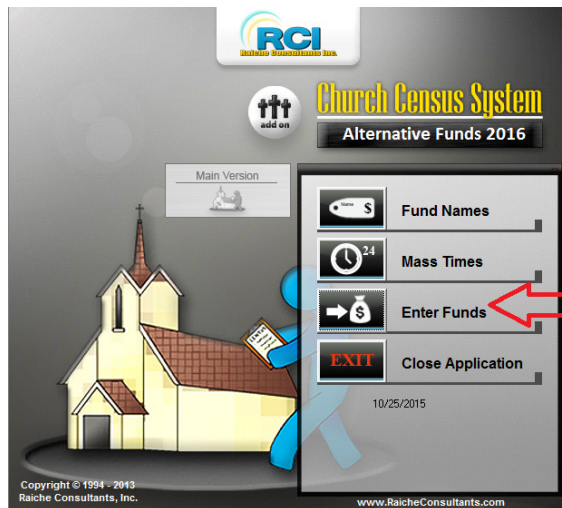
In the main Census program, Reports, found in the Funds module, are menu-driven on tabbed windows. Reports are grouped together and set up on these tabbed pages. Each report has a button with a general description of what each report contains. All reports go to screen and can be printed from there.

Some of the buttons are functions which perform a task and the description will guide you.

To use these reports you must first close the month. Please refer to the Funds manual for more information.

Reports in AltFunds Module

To access the Fund Report screen, open the module and click Enter Funds and **enter your password.**



The **Fund Accounting Menu** will open. Select **Reports** to open the menu window.



AltFunds Report Menu

Report menu

Fund Report Menu

Start date: End date:

Family Name

Summary for Span Requires Date Entry- For each date shows Amount by Fund and Attendance

Start Number: **End Number:**

Summary by Number Requires Date Entry- For each date shows Amount by Fund and Attendance for number range

Summary by Mass Requires Date Entry- For each Mass shows date Amount by Fund and Attendance

Detail by Date Requires Date Entry- For each date shows Amount by Fund by family

Descending by Amount Requires Date Entry- For each date in descending order Amount and Attendance

High / Low Requires Date Entry- Shows the high and low contribution dates for each fund

Export Date Span

Contribution Statement by Date Range Requires Date Entry- Produces complete set of family statements for date span showing each date/fund contribution

Family Report Requires Date and family Entry- Produces a family statement for date span showing each date/fund contribution

Fund Name

Contributions by Fund Requires Date and Fund Entry- Shows total contribution by family for the selected fund /date span

Contribution Export Requires Date and Fund Entry- Exports contribution by family by entry date for the selected fund /date span

Add/Update Yearly Pledge Allows entry of a yearly pledge amount per family

Contribution Statement w/Pledge Requires Date Entry- Produces complete set of family statements for date span showing each fund contribution and the yearly Pledge amount

Online giving Import and edit file from Our Sunday Visitor Online giving

By Type Requires Date Entry- for date span showing each date/fund the contribution type Cash/check etc

Balancing Report Requires Date Entry- Shows sum of contributions by date grouped by week

All reports require that you enter in a date range at the top of the page.

Some reports may need additional information and this is stated in the description.

Fund Report Menu

Start date: End date:

Summary for Span

Requires Date Entry- For each date shows Amount by Fund and Attendance

<i>Summary for Date Span</i>				<i>1/1/2014 To</i>	<i>12/31/2014</i>
<u>Contribution Date</u>	<u>Contribution Amount</u>	<u>Attendance</u>	<u>Fund Name</u>		
10/4/2014	\$20.00	2	Christmas		
10/4/2014	\$225.00	2	Fuel Fund		
11/2/2014	\$133.50	14	Regular		
11/9/2014	\$87.00	13	Catholic Communications		

Summary by Number

Start Number:	1000	End Number:	1200
Summary by Number	Requires Date Entry- For each date shows Amount by Fund and Attendance for number range		

This report requires you to enter in a range of envelope numbers.

<i>Summary for Date Span</i>			
		<i>1/1/2014 To</i>	<i>12/31/2014</i>
<i>Number Span</i>			
		<i>1000 To</i>	<i>1200</i>
<i>Contribution Date</i>	<i>Contribution Amount</i>	<i>Attendance</i>	<i>Fund Name</i>
10/4/2014	\$225.00	2	Fuel Fund
11/2/2014	\$10.00	1	Regular
11/9/2014	\$15.00	1	Catholic Communications
Grand Total	\$250.00	4	
<i>Tuesday, November 17, 2015</i>			<i>Page 1 of 1</i>

Summary by Mass

Summary by Mass	Requires Date Entry- For each Mass shows date Amount by Fund and Attendance
-----------------	-----------------------------------------------------------------------------

<i>Mass by Date Span</i>			
		<i>10/1/2014 To</i>	<i>11/30/2014</i>
<i>Mass</i>	<i>Contribution Amount</i>	<i>Attendance</i>	<i>Fund Name</i>
11/9/2014	\$87.00	13	Catholic Communications
11/2/2014	\$133.50	14	Regular
10/4/2014	\$225.00	2	Fuel Fund
10/4/2014	\$20.00	2	Christmas
Sum of Mass	\$465.50	31	
<i>10:30 AM</i>			
11/9/2014	\$15.00	2	Special
11/9/2014	\$20.00	2	Regular
Sum of Mass	\$35.00	4	
<i>9:00 AM</i>			
11/9/2014	\$18.00	2	Special
11/9/2014	\$15.00	2	Regular
Sum of Mass	\$33.00	4	
Grand Total	\$533.50	39	

If there are entries made without designating a Mass, they are grouped together at the top of the report.

Detail by Date

Detail by Date	Requires Date Entry- For each date shows Amount by Fund by family
----------------	-------------------------------------------------------------------

Contributions by Date			
Contribution Date 10/4/2014			
1036	MichaelPineman	Fuel Fund	\$25.00
		Family Total	\$25.00
1057	ChristineGrover	Fuel Fund	\$200.00
		Family Total	\$200.00
Sum of Date			\$225.00
Contribution Date 11/2/2014			
1172	DavidAdams	Regular	\$10.00
		Family Total	\$10.00
1221	AlanSuperson	Regular	\$10.00
		Family Total	\$10.00
1296	WilliamDawn	Regular	\$1.00
		Family Total	\$1.00
1410	ThomasNickelson	Regular	\$5.00
		Family Total	\$5.00
2310	AdamCook	Regular	\$20.00
		Family Total	\$20.00

Descending by Amount

Descending by Amount	Requires Date Entry- For each date in descending order Amount and Attendance
----------------------	------------------------------------------------------------------------------

<i>Summary for Date Span</i>			
<i>Sorted Highest to Lowest</i>			
<i>Contribution Date:</i>	<i>Contribution Amount</i>	<i>Attendance</i>	<i>Fund Name</i>
10/4/2014	\$225.00	2	Fuel Fund
11/2/2014	\$133.50	14	Regular
11/9/2014	\$87.00	13	Catholic Communications
11/9/2014	\$35.00	4	Regular
11/9/2014	\$33.00	4	Special
10/4/2014	\$20.00	2	Christmas

High / Low Requires Date Entry- Shows the high and low contribution dates for each fund

High / Low Contributions by span
10/1/2014 To 11/30/2014

High Contribution in each Fund:

11/9/2014	\$15.00	Catholic Communications
11/9/2014	\$15.00	Catholic Communications
11/2/2014	\$20.00	Christmas
11/2/2014	\$20.00	Christmas
10/4/2014	\$20.00	Christmas
10/4/2014	\$200.00	Fuel Fund
11/2/2014	\$25.00	Regular
10/4/2014	\$25.00	Regular
11/9/2014	\$15.00	Special
11/9/2014	\$15.00	Special

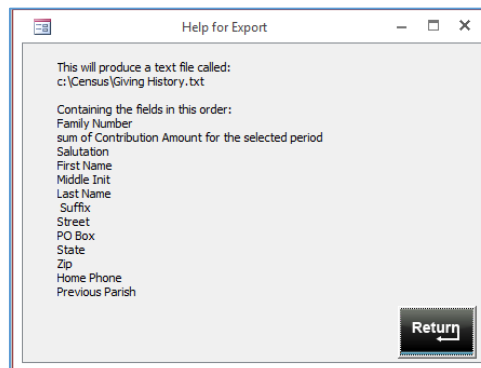
Low Contribution in each Fund:

10/4/2014	\$0.00	Catholic Communications
11/9/2014	\$0.00	Catholic Communications
10/4/2014	\$0.00	Christmas
11/9/2014	\$0.00	Christmas
11/2/2014	\$25.00	Fuel Fund
10/4/2014	\$25.00	Fuel Fund

Export Date Span

This function allows the creation of a data file to be exported. Once Export Date Span is clicked, the file is automatically created as described in the Help window shown here. You can then go to this directory and work with the file as needed.

Export Date Span Help for Export



Contribution Statement by Date Range

Contribution Statement by Date Range	Requires Date Entry- Produces complete set of family statements for date span showing each date/fund contribution
-----------------------------------------	-------------------------------------------------------------------------------------------------------------------

A statement for EACH family within the designated date range is on screen, and can be printed as needed.

St. Columkille Parish
1400 Saint Jude Ln.
Southbridge, MA 11544

CONTRIBUTION STATEMENT for the year of: 10/1/2014 to 11/30/2014

Mr & Mrs David Adams
 100 Main St
 Your Town, MA 01111

Family Number: 1172

11/2/2014	Regular	\$10.00
11/9/2014	Regular	\$5.00
11/9/2014	Catholic Communications	\$15.00
11/9/2014	Special	\$15.00

Total Contributions for the Year: \$45.00

This is printed at the foot of each statement.

Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.

Tuesday, November 17, 2015 Printed by Raiche Consultants Census System

Family Report

Family Report	Requires Date and family Entry- Produces a family statement for date span showing each date/fund contribution
---------------	---------------------------------------------------------------------------------------------------------------

Select a family from the drop-down list and click **Family Report** to produce the report.

Family by Date

Family Number

5013 Mr. & Mrs. Richard Binder
 19 Record St.
 MyTown, MA 11025 413-555-1212 N

<i>Contribution Date</i>	<i>Contribution Amount</i>	<i>Attendance</i>	<i>Fund Name</i>	<i>Mass</i>
11/2/2014	\$10.00	1	Regular	
11/9/2014	\$10.00	1	Catholic Communications	
<i>Contribution Amount Total:</i>				<i>\$20.00</i>

Contribution by Fund/Contribution Export

Fund Name Regular	
Contributions by Fund	Requires Date and Fund Entry- Shows total contribution by family for the selected fund /date span
Contribution Export	Requires Date and Fund Entry- Exports contribution by family by entry date for the selected fund /date span

Select the Fund you wish to track and press **Contribution by Fund** to generate the report.

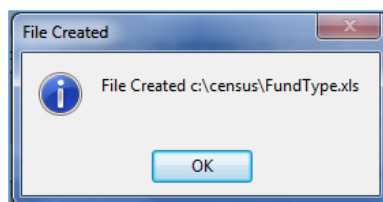
Contributions by Fund

Regular

Between: 10/1/2014 and 11/30/2014

Number	Name	Contribution	Street
1172	Adams, David	\$15.00	100 Main St, Your Town, MA 01111
1221	Superson, Alan	\$20.00	1407 Maple St., Your Town, MA 22022
1296	Dawn, William	\$11.00	1781 E astem Ln., MyTown, MA 11025
1410	Nickelson, Thomas	\$15.00	42 Cotton Row, Your Town, MA 22022
2310	Cook, Adam	\$20.00	271 Cranberry Ln., MyTown, MA 11025
2414	Cracola, James	\$5.00	44 Music Ave., MyTown, MA 11025
2468	Pilot, Steven	\$20.00	21 Corner Rd., Your Town, MA 22022
2487	Spam, Margaret	\$25.00	65 Lyric Ln., Your Town, MA 22022
3580	Fanto, Kevin	\$10.00	1 Hilly Dr., MyTown, MA 11025
3861	King, Timothy	\$5.00	30 Southern View, Your Town, MA 22022
5013	Binder, Richard	\$10.00	19 Record St., MyTown, MA 11025
5027	Browns, Terrence	\$2.00	38 Second St., MyTown, MA 11025
5066	Lawler, Tina	\$4.50	54 Berry Patch, Your Town, MA 22022
7023	Crasher, John	\$6.00	44 St. Peter Ln., MyTown, MA 11025
Total Contribution		\$168.50	

Clicking the **Contribution Export** button will generate the export file and give you this window. Both the name of the file and its location are displayed.



Pledging

These two options will help you track annual pledges.

Add/Update Yearly Pledge

Add/Update Yearly Pledge	Allows entry of a yearly pledge amount per family
Contribution Statement w/Pledge	Requires Date Entry- Produces complete set of family statements for date span showing each fund contribution and the yearly Pledge amount

Click **Add/Update Yearly Pledge** to enter in your data.

Env Number	Amount	Family Name and Address
1296	\$25.00	Dawn, William - Eastern Ln.
1172	\$25.00	Adams, David - Main St
1221	\$15.00	Superson, Alan - Maple St.
1410	\$10.00	Nickelson, Thomas - Cotton Row
	\$0.00	

Process

Record: 14 5 of 5 No Filter Search

Click Process to generate a report.

Pledge Entry Edit list - by Envelope Number		
Date: 11/17/2015		
Env Number	Amount	Family Name, Address
1172	\$25.00	Adams, David; Main St
1221	\$15.00	Superson, Alan; Maple St.
1296	\$25.00	Dawn, William; Eastern Ln.
1410	\$10.00	Nickelson, Thomas; Cotton Row
4	\$75.00	
Number Hash Total: 5099		

Contribution Statement w/Pledge

St. Columille Parish 1400 Saint Jude Ln. Southbridge, MA 11544		
CONTRIBUTION STATEMENT for the period of: 10/1/2014 to 11/30/2014		
Mr & Mrs David Adams 100 Main St Your Town, MA 01111		
Family Number: 1172		
11/2/2014	Regular	\$10.00
11/9/2014	Catholic Communications	\$15.00
11/9/2014	Regular	\$5.00
11/9/2014	Special	\$15.00
<hr/>		
	Special	\$15.00
	Regular	\$15.00
	Catholic Communications	\$15.00
<hr/>		
Total Contributions for the Period:		\$45.00
Total Pledge for the Year:		\$25.00
Variance :		\$20.00

This report calculates the amount of contributions given against the Pledged amount entered in the first screen. Then it displays the difference (Variance) between the two amounts. The report also uses the Date Range set on the main screen.

On-line giving module

Online giving	Import and edit file from Our Sunday Visitor Online giving
By Type	Requires Date Entry- for date span showing each date/fund the contribution type Cash/check etc
Balancing Report	Requires Date Entry-Shows sum of contributions by date grouped by week

This module is designed to add funds given through the “Our Sunday Visitor” to the individual’s fund records in the RCI Census.

Perquisites:

- Must have the 2014-A or higher version of RCI AltFunds module
- Must have the agreement with OSV (“Our Sunday Visitor”) to process online funds.

Step 1:

- You need to add the OSV fund numbers to the **RCI AltFunds module**, it does not matter what the number is but every fund in OSV MUST have a match in RCI.

From the main menu choose Fund Names

Fund Name	Fund Category	OSV Fund Number
Easter	3	894
Weekly Contributions	1	100
*	0	

Return

Record: 1 of 2 No Filter Search

Find or add each fund name that can be used in OSV and enter the matching OSV Fund Number. If you miss some it will be highlighted in an edit report after the import and you can return here to add the numbers.

Step 2

Download the current file.

Following instructions from OSV down load the current Excel file

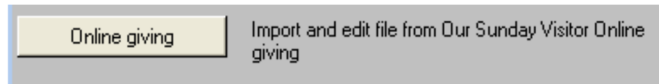
Once the file is downloaded rename it to OSV_online.csv and copy to the C:\Census directory

**** This step is manual not part of either system and very important or you will not pick up the current data ***

Step 3

Import data to RCI

From your Alt Funds reports menu choose the Online giving button



From this menu:



Choose Import

Note be sure you have completed the last process or you really mean to start over as this will overlay the most recent import.

The import will do the following steps:

- Clear the last current Import
- Import new file from C:\census\OSV_online.csv
- Create a new "edit file"
- Verify Family Numbers, mark Edit file
 - This process assures all Envelope numbers received have a match on the master file
- Verify Fund Numbers, mark Edit file
 - This process assures all funds received have a match on the fund name file

Edit Fund Import

Edit Fund Import

This step will show you any mismatches found in the import, all records are displayed:

ValidFamily	ValidFund	FundNumber	OSV Fund Name	Envelope Number	Contribution Amount	Contribution Date	First Name	Last Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	963	\$100.00	12/29/2013	Heather	Bowman
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	963	\$100.00	12/31/2013	Heather	Bowman
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	9658	\$200.00	12/31/2013	Heather	Bowman
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	963	\$100.00	1/5/2014	Heather	Bowman
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	963	\$100.00	1/7/2014	Heather	Bowman
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Weekly Offerir	9658	\$200.00	1/7/2014	Heather	Bowman
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	894	Building Fund	9658	\$500.00	12/1/2013	Heather	Bowman
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	894	Building Fund	2345	\$500.00	12/1/2013	David	Bowman
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	894	Building Fund	963	\$500.00	12/10/2013	Heather	Bowman
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	894	Building Fund	9658	\$500.00	1/1/2014	Heather	Bowman
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	894	Building Fund	2345	\$500.00	1/1/2014	David	Bowman

You will need to return the Fund names if the fund number is not valid. If there is no fund number (as seen above) that is a problem with OSV file and you need to contact them all funds need to have a number. If family numbers are not valid you will need to figure that out in the main census.

Reverify

Once you have made the changes in Fund Names and Envelope numbers then run the “REVERIFY” step and then check the edit again to be sure there are no additional problems you missed.

Edit Count

Once the file is “Clean” then you can view/Print the total number of records and the number of different funds you imported.

Check for duplicate file

Check For Duplicate Import

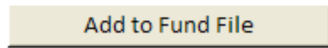
This is the last step prior to committing the records to your database. What this is doing is checking this import against prior imports, if there is a match on all of the below

- Envelope number
- Fund Number
- Contribution date
- Contribution amount

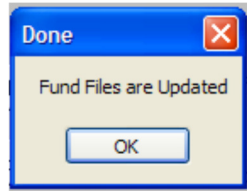
At this point you have a few options:

- You may have imported or downloaded a duplicate or overlapping file, if you do not start from the beginning then you will double to contributions.
- If it is just a few it may be some people really did contribute more than once, you can continue or you can return to the edit step, find these records and delete them.

Once you are satisfied you have a good file you are ready to commit to the database.



This will take all the fund records and add them to your fund files. It is designed to be used with the RCI AltFunds module but will backfill to the old system. Because it is designed around week numbers and not dates, the old system will show all Online contributions in week #5, but will roll up properly for statements.



The process is complete. **DO NOT** press this button more than once for each import or it will add duplicate records.

Reports

Online giving	Import and edit file from Our Sunday Visitor Online giving
By Type	Requires Date Entry- for date span showing each date/fund the contribution type Cash/check etc
Balancing Report	Requires Date Entry-Shows sum of contributions by date grouped by week

By Type

Check breakdown by Date Span

9/1/2014 To 9/30/2014

Mass	Contribution Amount	Fund Name
Contribution Type: Envelope		
9/21/2014	\$55.00	Regular
9/7/2014	\$41.00	Special
9/7/2014	\$21.00	Regular
Grand Total	\$117.00	

Balancing Report

St. Columille Parish
1400 Saint Jude Ln.
Southbridge, MA 11544

Balancing Report 9/1/2014 To 9/30/2014

Week	Fund Name	Contribution Date	Contribution Amount	Attendance
37	Regular	9/7/2014	\$21.00	4
	Special	9/7/2014	\$41.00	4
39	Regular	9/21/2014	\$55.00	8